Point Foundation

Meeting of the Board of Trustees' Executive Committee

January 13, 1997

The meeting was called to order by Michael Stone, vice chair, at 4:00 p.m. Monday, January 13, 1997 via conference call.

Present from the Executive Committee: Jerry George, David Katz. Michael Stone

Publisher/Business Manager Search. The committee reviewed applications received so far, and agreed to schedule initial screening interviews for the most promising candidates for Tuesday, January 21.

Draft Task Schedule. The committee reviewed the 1/8/97 draft of the task schedule, and urged Mike to accelerate the appointment of a circulation manager and the start of a search for a receptionist/administrative assistant.

Editor Contract. The committee agreed to change the termination notice in the draft contract from 45 days to 30 days. It also agreed that contracts for employees new to Point should include a provision for a six-month waiting period before termination notice is required.

Other Contracts. Mike was asked to draft managing editor and publisher contracts. People hired for other positions will receive a standard employment letter.

Foundation for Ecology and Development. David suggested some changes in the FED proposal. The committee agreed that the wording of the proposal should be approved by the full board.

Interim Head of Staff. David suggested that the position remain unfilled for the balance of January and be reassessed February 1, in order to permit Peter to concentrate exclusively on editorial work beginning January 20. David moved, Jerry seconded, that Mike be asked to continue the same administrative duties he is performing as General Manager through January 31. The motion passed 2-0 with one abstention. David also recommended that additional salary for the interim head of staff be removed from the budget, except for funds for January and February to employ someone to assist the transition as a new publisher/business manager is brought on and Mike hands off duties to this person at the same time that a managing editor is needed for the next issue.

Editorial Schedule. The committee asked that Mike oversee preparation of a 1997 editorial schedule as soon as possible.

Advertising Program. The committee accepted David's offer to oversee creation of an advertising sales program. David recommended that Point engage Nathan Boone to provide staffing. The committee agreed that David should bring a résumé from Mr. Boone to the board.

Falkirk Office Space. David moved, Mike seconded, that Mike be authorized to extend Point's contract with the city of San Rafael to expand the office space Point is leasing at Falkirk Cultural Center. The motion was passed 2-0 with one member absent and not voting.

Board Meeting. The committee agreed that we should attempt to schedule a Point board meeting for Tuesday, January 14, in order that Ty and Mayumi might both be present.

The meeting was adjourned at 4:00 p.m.

Respectfully submitted,

Michael K. Stone
Secretary